



TEACHER, LIBRARIAN
CORRECTIONAL FACILITY
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during the testing period. CDCR testing periods for this examination are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit a Supplemental Application

By mail with: or In person with:
Department of Corrections and Rehabilitation Department of Corrections and Rehabilitation
Office of Selection Services Office of Selection Services
P.O. Box 942883 1515 S Street, Room 522N
Sacramento, CA 94283-0001 Sacramento, CA 95811-7243

Supplemental Applications are available at the California Department of Corrections and Rehabilitation, Office of Selection Services, 1515 "S" Street, Room 522N, Sacramento, CA 95811-7243, the State Personnel Board's www.spb.ca.gov and on our website, www.cdcr.ca.gov.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.

SALARY RANGE(S) As of: **November 1, 2007**

\$4,344.82 – \$9,101.22

**Salary varies based on the county location of the High School.*

- BENEFITS
- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
 - \$100 Monthly Bilingual Differential Pay (for those who are eligible)
 - Jury duty/military/bereavement leave
 - Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
 - Pre-retirement death benefit
 - Dependent Care Program
 - Long Term Insurance (CalPERS)
 - Home Loan Program (CalPERS)
 - Legal Services
 - Employee Assistance Program
 - License or certificate renewal fee reimbursement (Actual Cost)
 - California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)

MINIMUM QUALIFICATIONS Possession of:

A Library Services Credential

or

A Standard Teaching Credential restricted to service as a Librarian and a Teacher of Librarianship

or

A Librarianship Credential

NOTE: All applicants must possess a valid California Teaching Credential issued by the Commission on Teacher Credentialing. Applicants who do not possess the required credential or one of equivalent authorization may take the examinations but must have on file with the Commission on Teacher Credentialing an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its' equivalent is being processed or will be authorized. No appointments will be made to permanent positions with an Emergency Credential. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any Commission on Teacher Credentialing requirements.

NOTE: Applicants must submit copies of their credential(s) and valid license at the time of application.

Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of youthful offenders; demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Special Physical Characteristics: Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders. Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property .

Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Juvenile Justice's Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, **“No person who has been convicted of a violent or serious felony shall be employed by a school district.”**

EXAMINATION
PLAN

RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. The supplemental application is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification.

Supplemental Application -- Weighted 100%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands each candidate's:

- A. Knowledge of:**
- 1. Principles and methods of teaching
 - 2. Principles of educational psychology as applied to their teaching
 - 3. Current trends in educational methods
 - 4. Remedial teaching techniques and adapting instruction to student deficiencies
 - 5. Emotional problems of students at State correctional facilities
- B. Ability to:**
- 1. Provide leadership and motivation to youthful offenders
 - 2. Teach and supervise these individuals
 - 3. Work effectively with other disciplines
 - 4. Gain the interest, respect, and cooperation of students
 - 5. Develop socially acceptable attitudes in students
 - 6. Communicate effectively
 - 7. Analyze situations accurately and take effective action
 - 8. In some positions speak fluently one or more variations of a specified second language in addition to English

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged onto an existing list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Teacher, High School-Librarian, (Correctional Facility)** helps youthful offenders committed to the California Department of Corrections and Rehabilitation prepare to become productive and contributing members of society by instructing them in academic subjects, literacy skills, cultural diversity, career awareness and preparation, personal coping skills, and by helping them to develop socially acceptable attitudes and interests. A teacher gives both individual and group instruction according to the student's written Individualized Education Program (IEP) and is expected to participate as a member of a Student Consultation Team (SCT) and/or an IEP team meeting when requested. Some typical teacher tasks are: performing diagnostic and prescriptive planning; preparing courses for study and daily lesson plans; planning use of materials and equipment; counseling; helping students set and meet educational needs and goals; participating in program evaluation; administering achievement and interest tests; writing evaluations; monitoring and documenting student progress; recording and maintaining educational records; participating in student case conferences; participating in curricular development and revision; participating or conducting extracurricular programs; supervising teaching assistants or other class aides when assigned; and performing other related duties. Teachers are an integral part of the team concept. They may work as a member of an interdisciplinary treatment team that combines the services of staff in the custody, academic, vocational, psychiatric and casework areas. A teacher provides educational information which helps team members make better decisions to meet student treatment needs.

Positions exist with the California Department of Corrections and Rehabilitation's Division of Juvenile Justice on the attached list.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

It is the candidate's responsibility to contact the Office of Selection Services three weeks after submitting their application if he/she has not received his/her progress notice.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order:
1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

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CORRECTIONAL FACILITY
7650 South Newcastle Road
Stockton, CA 95213-9003

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7650 South Newcastle Road
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201 Waterman Road
Ione, CA 95640

EL PASO DE ROBLES YOUTH
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4545 Airport Road
Paso Robles, CA 93447-7008

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3100 Wright Road
Camarillo, CA 93010

SOUTHERN YOUTH
CORRECTIONAL RECEPTION
CENTER AND CLINIC
13200 South Bloomfield Avenue
Norwalk, CA 90650

HEMAN G. STARK YOUTH
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Chino, CA 91710